

PEP Meeting Minutes
March 11, 2003
Training Room MSUE

Present: Marilyn Rudzinski, Doris Duda, Mary Radar, Jan Webber, Julie Hill, Cheryl Jock

❖ **Marilyn called for approval of Minutes from February 11, 2003, and approval of agenda for current meeting.**

Changes were made to minutes that concerned the criteria that were to be met before approval of proposed site for PEP classes. (See attached.) Jan moved to approve minutes, and Doris 2nd.

Several additions were made to current meetings agenda. (See attached.) Mary moved to approve agenda, and Julie 2nd.

❖ Marilyn apologized for missing site visits due to surgery earlier in the week.

❖ **Mary gave report on the site visits to Springbrook and Derby Lyn Stables.** Sue Kutchey, Amanda Kuchey, Shari Jackson – Moers, Jan Weber and Mary Radar attended the site visits on March 8th 2003.

They went to Springbrook Stables first. Mary stated that all criteria at Springbrook was met with the exception of some confusion over times that may be available for use of stable. She also stated that it was a little crowded.

The second visit was to Derby Lyn Stables. Again Mary felt that all criteria were met. A ramp was already in place and all area was accessible. They also were very open to availability both during the week and on weekends, with the exception of Thursday evenings.

Jan stated a couple of issues that she had with Derby Lyn. One being a wet floor in the bathroom facilities and the other being an issue with cleanliness of the barn. The rafters were very dirty and there was an overpowering odor of manure.

- Both stables had horses available and were quite sure that we may be able to use boarded horses for the program.
- Neither facility stated any expectations as far as a monetary reimbursement of any kind.
- Both facilities stated that they had adequate insurance.
- As far as the tack box was concerned, Mary was not sure of the availability of space at either facility.

There was some discussion again about the concern of several issues.

- Using a facility in Macomb County, which Derby Lyn is not.
- The other issue being location. For the staff and volunteers in northern Macomb County it is quite a long distance for them to travel to Springbrook.

Being not all committee members were present, no decision could be made at this time and another visit to both facilities may be in order.

- ❖ A discussion ensued concerning the procedures for clients to qualify for the program being there are only so many openings. One of the first concerns is that the handicap that the client has is one that we are able to handle and accommodate. Other criteria would depend on several issues:

- When required paperwork is received
- Capacity available in the current class
- Sequence in which all criteria is met

❖ **Recruitment of Volunteers :**

It was decided that approximately 16 volunteers per session were needed. Following is a list of positions that need to be filled by volunteers:

- Side walkers – 2 per student
- Leaders – 1 per horse
- Arena set up
- Helmet Fitting
- Paperwork
- Tack up Horses
- Volunteer Coordinator
- Possible babysitter

Jan again stated her concern with little ones running around, even with a sitter, and what there would be at the facility to amuse children for the amount of time a class takes. She suggested we offer to get babysitters to sit for children at parents home, instead of at facility.

At this point Marilyn suggested that the committee should consider supporting and accommodating both the volunteers and instructors in whatever reasonable way possible. They are graciously giving their time to make this program available to handicap youth in our area.

With the extra funds currently available in the program it is possible to provide or offer a monetary reimbursement, not only for childcare, but mileage or some type of reimbursement for those instructors that must travel a long distance.

❖ **PEP Brochure & PEP Volunteer Recruitment Flyer**

- The committee would like to develop both a PEP brochure describing the program and the benefits of it, and a volunteer recruitment flyer to pass out at other meetings and programs to help to spread the word about the program.
- Marilyn would like to see some of the youth use their knowledge and creativity in developing this program. If there are no volunteers, Cheryl Jock volunteered to create them as long as she is given all the materials necessary to do so.
- It was also decided to contact several other counties that currently have a PEP program and ask for any material they may have to get some ideas.
- They need to be completed by May 21st so that they can be distributed at the Heritage Festival Memorial Day Weekend.

- ❖ Jan asked Mary to co-chair for the Heritage Festival, and Mary agreed to do so. A discussion of things needed for festival produced the following results:
 - 10 horses would be needed, so that they can be rested in between.
 - Hours were split up 9:30 – 1:30 and 1:30 – 5:00.
 - Approximately 60 volunteers are needed for the two days.
 - There was talk of someone bringing a grill, so that along with having pop for the volunteers, they could also have hotdogs.
 - Last year they had a canopy to sit under, should be considered again.
 - It was decided that a list needed to be created stating all the things needed for the festival and will be shared at next meeting.
 - Mary will try to attend the next Horse board meeting to speak of the need for volunteers for festival.

- ❖ Mary stated the need for access to equipment for PEP to check for needed repairs and possible replacement if indicated.
 - Jan has equipment stored up north and will attempt to get it as soon as possible.
 - Doris offered to store equipment until needed.

- ❖ **Update on Certification:**
 - Mary has received 2nd test and has been working on it. She has also completed her video. Mary stated that once everything is submitted and accepted it could take 3 months before results are received.
 - Shari has turned in her application and is waiting to receive her first test.

Julie motioned to adjourn and Doris 2nd.

Criteria	Approve	Needs Improvement	Not Approved	Comments
Use of 6 – 10 quiet horses				
Horses must be 'bomb proof', not spooked by loud noises				
Ramp				
Adequate space				
No interruptions from outside sources				
Gates on arenas				
Handicap accessible bathroom facilities				
Equipment in good condition				
Access to location				
Financial expectations of stable				
Liability issues				
Are bribes supplied by stable				
Task Box				